



Human Resources

DATE POSTED: AUGUST 4, 2006

REQ. # 06-209

**NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from **08/04/2006** TO **08/11/2006**,
but will remain open until filled.

DEPARTMENT/DIVISION
FORT PIERCE BRANCH LIBRARY

POSITION AVAILABLE
LIBRARIAN I/REFERENCE DEPT.

OF OPENINGS
1

STARTING SALARY
\$12.13

COMMENTS
Full time paraprofessional Reference Librarian position. Requires one night per week and Saturday and Sunday rotating schedule. Serves at the Reference desk to answer telephone reference queries; assists public with internet access and detailed search queries with library databases. Must be proficient in the use of computers and library databases. Must be able to work with public in person, online and by telephone. Previous library experience preferred.

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE 858
PAY GRADE 13
SALARY : \$12.13 - \$18.49
LIBRARIAN I

MAJOR FUNCTION: Sub-professional library work involving the responsibility for various professional and technical services in the County Library System.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION:

Knowledge: Knowledge of professional library principles, practices and techniques. Knowledge of current literature, trends, and developments in the field of library and information science appropriate to the areas of assignment.

Abilities: Ability to express ideas effectively orally and in writing. Ability to establish and maintain effective working relationships as necessitated by work assignments. Ability to input data into a computer terminal.

ESSENTIAL JOB FUNCTION: Reviews and recommends selections of books and other materials for the collection. Organizes and maintains specialized reference materials and information files. Compiles bibliographies and assembles materials on special subjects. Examines materials for replacement and discard. Supervises clerical and technical personnel in any of the major Library function areas. Provides reference assistance to patrons. Introduces patrons to reference books and tools and aids them in the use of the library's online catalog. Answers specific reference questions for individuals in person, by telephone, and by mail. Aids patrons in the selection of books and other materials for specific projects. Classifies and catalogs printed and non-print library materials following national standards, assigning appropriate standard subject headings. Researches and creates online authority records for database uniformity and cross-reference generation. Plans, develops, and executes library programs for special groups and clientele. Organizes and schedules special exhibits and programs. Maintains films, records and other audiovisual materials. Reviews and recommends selection of materials for these collections. Performs related work as required.

ESSENTIAL PHYSICAL SKILLS: Good vision and hearing with or without correction. Occasional walking and standing. Ability to lift occasionally 30 pounds.

ENVIRONMENTAL CONDITION REQUIREMENTS: Constant work inside the library facility in a sedentary position. Some areas of the library facilities have high dust levels, which may cause allergic reactions. Occasional stressful interactions with irate patrons.

WORK HAZARDS: Possible vision dysfunction due to heavy computer work.

EDUCATION: Associate's or Bachelor's degree with one to two year's library experience, or successful completion of the IRCC Library Technical Assistant Program, OR

EXPERIENCE: Five years' library experience with demonstrated library skills. A comparable amount of training or experience may be substituted for the minimum qualifications.

LICENSE, CERTIFICATION OR REGISTRATION: Valid Florida Driver's License may be required.

Union	Non-Union ✓	Exempt	Non-Exempt ✓
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